

**From:** [Campbell, Joy](#)  
**To:** [Coats, Janetta](#); [Halliday, Zana](#); [Harper, Stephen](#); [Little, Bill](#); [McKinney, Jason](#); [Walters, Donn](#); [Ware, Rita](#); [Williams, Denise](#)  
**Subject:** Reminder to CIC Team: Please do your weeklies and SCOUT  
**Date:** Friday, March 07, 2014 6:15:27 PM  
**Attachments:** [SOP--Weekly and SCOUT.docx](#)  
[14-0303 CIC weekly & scout.docx](#)

---

Please see last week's weekly and upcoming meetings (SCOUT). Note: I cleaned the weekly & SCOUT up. I only put the meetings/travel that were a little more of a sure thing.

Also, please see the SOP Denise did for the weekly SCOUT process.

---

**From:** Williams, Denise  
**Sent:** Thursday, March 06, 2014 7:46 AM  
**To:** Campbell, Joy  
**Subject:** SOP for Weekly and SCOUT

Draft SOP for our reports and where they can be found. I would prefer to keep them where they have been residing the last (almost two years), as our team knows where they are and how to access them.

Please comment and I will finalize.

Thanks.

*Denise Williams*

EPA Region 6/NOWCC SEE  
Community Involvement Coordinator  
214.665.9749  
[williams.denise@epa.gov](mailto:williams.denise@epa.gov)